

# LEA and ISD: School Based Services Q and A

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## December 6, 2017

### **CHAMPS Facility Settlement Subsystem**

**1. What happens if an LEA has no transportation costs but accidentally initiates that section?**

- The LEA will then have to validate the transportation worksheet. This is not a problem, it will simply be a couple extra steps.

**2. You can export to excel, but you cannot import back once completed in excel. Just copy and paste, is that correct?**

- Correct, you may copy, including across a range of rows/columns, but there are no import functions available for providers.

**3. Why isn't a Transportation report needed?**

- In many instances, transportation is handled by the ISD. In those scenarios, the LEAs would report \$0 transportation (or not click on worksheet), and the ISD will include all transportation costs on their LEA cost report.

**4. Can we go in and review our provider enrollment, to ensure the correct contacts are listed?**

- On January 2 and after, we would encourage everyone to do so. They are not available until that time.

**5. We must enroll between December 22, 2017 and January 2, 2018?**

- We hope to have all LEAs enrolled for the go-live date of January 2. There may be instances where we miss an LEA (or more likely a PSA/Charter School) and they may have to initiate the enrollment process through CHAMPS. If the conversion is not successful, enrollment must be initiated by the provider.

**6. I am an LEA who does not provide any of these services? Do I just complete zeros?**

- Yes, that would be correct. Completing a \$0 Medical Staff Cost worksheet will ensure all reported PCS and TCM costs, including indirect, are captured on the ISD Summary Report.

**7. Where is the MAER report due to the ISD?**

- For this reporting year, it is January 31, 2018. For fiscal years ending 06/30/2018 and after, the due date will return to November 30 following the fiscal year end.

**8. Who completes the cost settlement reports within an LEA?**

- Whoever has the FS LEA profile. Your business process and internal controls should dictate who should hold that profile.

**9. Will there be a variance warning of benefit amounts exceed percentage of salary that requires a comment on every line item?**

- At this time, that check does not exist. We do appreciate the suggestion, however, and in the future this and other checks may be added as we gain experience with this new process.

**10. What are the due dates for the MAER?**

- LEA Cost Reports for fiscal year ending 06/30/2017 are due to ISD by January 31, 2018 and for fiscal year ending 06/30/2018 are due to ISD by November 30, 2018. ISD Summary Reports for fiscal year ending 06/30/2017 are due to the State of Michigan by February 28, 2018 and for fiscal year ending 06/30/2018 by December 31, 2018.

**11. Do we need to upload an attachment for every warning?**

- The LEA/ISD must respond to every warning. Any error must be corrected before submission of the cost report is possible. For instance, if an LEA reports Speech Therapy on the staff pool list to PCG of 4 FTE each quarter, but reports 5 FTE on the Medical Staff Cost Worksheet, an error will be created at validation which must be corrected (as 5 is greater than 4).

**12. At what point will the new accesses be added in CHAMPS? For example, when I log in, I do not have Facility Settlement as an option.**

- January 2 is the date the system will be live and accessible.

**13. How frequently are cost settlements completed?**

- Annually or more, depending on variances and/or findings when compared to 4094/4096 and audits.

**14. How has this been done prior to this new system?**

- Currently, the LEAs complete cost worksheets on an Excel template which is then submitted to the ISD. The ISD downloads Michigan Medicaid Forms (MMF) software which compiles the LEA cost reports. This MMF file is then submitted via file transfer to the State of Michigan. Typically we refer to the specific MMF file as the Medicaid Allowable Expense Report (MAER).

**15. Based on the excel spreadsheet that we sent in the FS LEA and FS ISD profiles will already be set up when this goes live in January, correct?**

- That is the expectation, yes.

**16. Will the MAER be programmed to do a comparison between the SE-4096 and the SE-4094 and that will generate errors/warnings? Or will the errors/warnings be more like the % comparisons comparing to last year like you cited?**

- Yes. However the 4094/4096 are not received from the Michigan Department of Education (MDE) until the end of June of the year following the fiscal year end. So cost reports will be due and initial settlements completed prior to the files being received from MDE. The State of Michigan will perform the check/validation at final settlement and if required, the ISD will have to resubmit the cost report with corrections. In that scenario, the ISD can perform the check on the revised cost report before submitting to the State of Michigan.

**17. I have logged into Champs, but I do not have FS ISD profile. How do I get the FS ISD profile in Champs?**

- If the profile is not already set up, come January 2, then you will have to have your domain administrator add that profile to your user account.

**18. Will the worksheet validate without costs?**

- Yes, a \$0 worksheet may be validated and submitted.

**19. If the ISD rejects the LEA MAER report, will the LEA receive an email indicating so?**

- That is the expectation. Every provider will also receive alerts in the CHAMPS system.

**20. When will interim settlements be sent out?**

- The initial settlements for fiscal year ending June 30, 2017 are expected to be complete within 90 days of the due date. That would be considered timely and it is the standard expected. Having said that, we anticipate all cost reports successfully submitted and approved by February 28, 2017 can have an initial settlement prepared by March 31, 2018.

**21. Can an ISD complete their cost report before the LEAs complete/submit their reports to the ISD?**

- Yes, however that's not really a good idea. The PCS and TCM costs assigned to the LEA will not carry to the ISD summary cost report unless the LEA cost report has been approved by the ISD. The system will generate a pop up box to alert the ISD when they try to submit a summary report if any associated LEA has not completed their cost report.

**22. Do LEA's have to register with SIGMA?**

- Not as a requirement of this system. SIGMA is a State of Michigan state-wide financial system, though, so an LEA may be required to register in SIGMA for reasons that have nothing to do with CHAMPS or Facility Settlement.

**23. When logging in to Milogin and accessing the CHAMPS system the first time, it shows I need to select an enrollment type for my LEA. What is the enrollment type for LEAs?**

- Atypical. The LEA selection will not be available until January 2, 2018.

**24. Can you give examples of what the validation errors might be?**

- FTE count is greater than the reported staff pool list submitted to PCGs.

**25. Just to clarify, we are not asking for this to be added. It's an issue on the PCG quarterly report, and was hoping it wouldn't also be on the FS report.**

- Validations may be added as we gain experience with the new system

**26. An ISD is to complete the medical staff cost report the same as an LEA, yet the slide states the worksheets will be summaries of the costs. What do you mean by this?**

- Both statements are true. An ISD will complete both an LEA Cost Report and a Summary Cost Report – after having approved all LEA Cost Reports.

**27. When will the local districts be linked to the ISDs NPI number?**

- We anticipate all affiliations will be set when the system goes live January 2. In the event it is not set up, the LEA or the ISD can select the association, including effective dates.
- LEAs will be assigned their own unique Provider ID within CHAMPS. As an Atypical Provider, an NPI is not available/required for the LEA.

**28. Did you say that PCG will also be conducting webinar trainings relative to the MAER report?**

- PCG Trainings are scheduled for January 8th and 9th and the August conference is at Shanty Creek this year.

**29. What is the role of the special education secretary and/or director in this process?**

- Their role will be dictated by the business process and internal controls for your LEA or District. If they have a CHAMPS access and are assigned the FS LEA or FS ISD profile then they will be expected to complete cost report.
- Previously, the certification page was signed by the director or other authorized personnel. However with this system, the electronic signature will be attached to the user profile which completed and submitted the cost report.

**30. Will 4094 and 4096 information be available in CHAMPS?**

- Yes, once it is available. MDE submits the files to MDHHS 12 months after the fiscal year end. If there is a validation error when the auditor prepares the final settlement, a new cost report will be required, and the ISD can perform the comparisons when completing the amended cost report.

**31. Will you be having other trainings once the report is available to the LEA on Jan 2nd?**

- The webinar will remain available on the State's website. PCG is also expected to continue ongoing trainings.

**32. Can you have more than one Domain Administrator on a site?**

- When enrolling or modifying an enrollment, the assignment of Domain Administrator is up to the provider enrolling. Please consider all internal control processes for your facility when assigning this role. As an entity enrolled in a health information system, you are responsible for all those granted access to the system and are liable for any misuse or neglect of proper controls. You are subject to all HIPPA and FERPA regulations.

**33. So if our costs are truly Zero. Are we required to submit a zero report?**

- Yes, in effect that would be correct. Completing a \$0 Medical Staff Cost worksheet will ensure all reported PCS and TCM costs, including indirect, are captured on the ISD Summary Report.

**34. An email would be preferred for notifications since many of us won't regularly check CHAMPS.**

- We took that into account when designing the system.

**35. Is there a help sheet for calculating the eligible bus trips?**

- We suggest discussing with whomever is responsible for billing bus trips. Most billing agencies affiliated with schools have trainings and support available.

**36. If an ISD needs to complete their own separate cost report...would the selection state**

- 'LEA Cost Report' and 'Summary Cost Report' processes are both available to the ISD.

**37. My PCG login doesn't work.**

- Please contact PCG to resolve

**38. Will LEAs need to review their registration to "fill-in" information not included in the upload?**

- It is the hope that all information will be ready. There is potential that further information will be required or action may be needed. Provider Hotline is available for enrollment questions and support.

**39. What "supporting documentation" would be acceptable to explain benefits (insurance, retirement, FICA) expense cause a salary to benefit ratio warning?**

- At this time, this system does not complete this check. In the future, should we implement such a check, we will also be prepared to share what we would consider to be valid supporting documentation.

**40. I'm guessing just a copy of actual expenditure report from the accounting software?**

- This should be an extension of prior question "What supporting documentation would be acceptable to explain benefits (insurance, retirement, FICA) expense cause a salary to benefit ratio warning?"
- At this time, this system does not complete this check. In the future, should we implement such a check, we will also be prepared to share what we would consider to be valid supporting documentation.
- General Ledger will be required to be uploaded for any nursing costs which exceed the amount reported on the 4096.